



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA

RELEASED
JUN 20 2025

BY: NMB

TIME: 11:26 AM

REGIONAL MEMORANDUM

JUN 20 2025

No. 0615 , s. 2025

To: Schools Division Superintendents
All Others Concerned

ADDENDUM AND CORRIGENDUM TO REGIONAL MEMORANDUM NO. 0552, S.
2025 RE: REGIONAL TRAINING ON MENTAL HEALTH AND PSYCHOLOGICAL FIRST
AID FOR DRRM COORDINATORS, HEALTH FOCAL PERSONS, AND GUIDANCE
COUNSELORS

1. This is in reference to Regional Memorandum No. 0552, s. 2025 regarding the *Regional Training on Mental Health and Psychological First Aid for DRRM Coordinators, Health Focal Persons, and Guidance Counselors* initially scheduled for June 24-27, 2025. The activity is hereby rescheduled on June 25-28, 2025. The venue will be at Amontay Beach Resort, Nasipit, Agusan del Norte.
2. Day Zero of the activity will be on June 25, 2025, which will serve as the official travel date and orientation of the participants and facilitators. June 28, 2025 (Saturday), being the last day of the training, shall be covered by a Compensatory Time Off (CTO) arrangement. A duly signed Daily Time Record (DTR) by the ESSD Chief shall be required to support this provision. All concerned are likewise reminded to secure approved Travel Authorities prior to the date of the activity.
3. Schools Division Offices are advised to upload the approved Travel Authorities of their confirmed participants to the designated Google Drive folder: <https://bit.ly/44vzzJ1>. Only those with duly submitted and approved Travel Authorities shall be included in the official list of attendees and shall be issued a Certificate of Appearance.
4. In the event that some identified participants are unable to attend the training, Schools Division Offices are advised to identify and send alternates performing related functions to ensure that the allocated number of participants per division is met.
5. All other provisions stated in Regional Memorandum No. 0552, s. 2025 shall remain in full force and effect.



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



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6. Immediate and wide dissemination of this Memorandum is desired.


MARIA INES C. ASUNCION
Director IV
Regional Director 

Encl: None

Reference: Regional Memorandum (No. 0552, s. 2025)

To be indicated in the Perpetual Index
under the following subjects:

TRAINING PROGRAM WORKSHOP

ESSD/cao
06/18/2025



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